

The Health Unit administers the Department of State Medical program at the American Embassy in Muscat under the direct supervision of the Management Officer. The incumbent spends approximately 40% of his/her time on clinical duties and 60% on administrative duties.

**1. *Clinical Duties and Responsibilities***

***40% of Time***

- a) The incumbent is responsible for providing health education to the authorized users of the Health Unit. These responsibilities include: putting together and delivering a briefing for incoming personnel on the medical conditions in Oman, necessary preventative measures, and other ways personnel and their dependents can maintain wellness throughout their stay in Muscat, conducting exit briefings with all personnel to find out ways the Health Unit may improve its delivery of services, and periodically providing information on environmental and occupational health risks such as wadis, beach safety, and stress management.
- b) Administers immunization program, which involves notifying personnel when immunizations are needed and keeping abreast of changes in recommended immunizations
- c) Conducts physical exams as needed.
- d) Counsels clients on a variety of topics including nutrition, care of injuries, prenatal care, alcohol/drug use and abuse, stress management, and other issues that effect physical and mental health.
- e) Responsible for medical emergency and triage care for all injured and ill persons within the American Embassy including American Embassy Personnel, USG personnel on temporary duty to the Embassy, and visitors to the Embassy.
- f) Provides patient assessment, diagnosis, and medical intervention; liaises with appropriate local facility for medical intervention if problems are outside the established scope of nursing practice.
- g) In the absence of the Regional Medical Officer, treats additional problems on the basis of established protocols or in consultation with post medical advisor. For problems beyond the scope of management, direct referrals are made with follow-up to be certain adequate care is provided.
- h) Performs laboratory tests including routine dip sticks, strep screen tests, and stool hemoccult tests.
- i) Under the supervision of the RMO, assists with and helps coordinate the care and movement of medevac patients. Includes writing and sending cables asking for

medevac authorization to the RMO and M/MED. Must be able to assess the nature of a situation, i.e. if it is life threatening, and take appropriate action if necessary.

- j) At a minimum, provides daily visits to all hospitalized patients to help assure quality care and improve morale.
- k) Provides emergency after-hours care if necessary in either the home, health unit, or hospital. May be asked to be on call with other nurses.
- l) Advises and assists Regional Medical Officers and Regional Psychiatrist during their visits.
- m) Trains or helps initiate first aid and CPR training programs for post personnel.
- n) Other duties as required.

## **2. *Administrative Duties***

***55% of Time***

- a) Drafts and sends medevac cables to the RMO and M/MED.
- b) Assists departing personnel with the physical clearance process. Sets up physical clearances either through the State Department or locally. For local exams this involves requesting and receiving the necessary fiscal data from M/MED before the examination may take place.
- c) Coordinates medical examinations for potential Embassy employees and evaluates results of these exams and makes recommendations for hiring based on the exams.
- d) Responsible for maintaining all first aid kits and other safehaven equipment in Embassy. Responsibilities include checking kits, replacing items, and conducting periodic inventories.
- e) Supervises the cleanliness standards of the health unit and attends to the esthetic qualities of the unit.
- f) Inspects official kitchens (Embassy, Residence 2, EMR, and DCR) every six months and notes health and safety items which need improvement.
- g) Does independent research and documentation on the local health care providers and health and sanitary conditions in the host country. This information is incorporated into the on-going revisions of the post health handbook, the blood donor program, and the yearly analysis of the country water supply, and other reports as required.

- h) Monitors statistics produced by local organizations which track epidemiological statistics. Liaises with Malaria control center and center for infectious diseases. Ascertains threat to the community and implements preventive measures during increased threats of exposure.
- i) Meets with and maintains relationships with vendors, pharmacies, hospitals, physicians, and laboratories in order to obtain advice, equipment, and medical support when needed.
- j) Coordinates daily and long-range health unit goals and needs.
- k) Establishes standards and protocols for the use, maintenance, and replacement of all equipment and supplies in the health unit. This includes tracking the expiration dates of perishable items and instituting reordering schedules to keep these items in stock. Recommends the purchase of new supplies and equipment. Maintains controlled drugs in a manner that prevents unauthorized use and tracks the usage of controlled items. Requests for the purchase of supplies are done on a quarterly basis. Also maintains all office supplies for unit.
- l) Maintains all medical records on personnel under care.
- m) Protects patient confidentiality.
- n) Maintains a number of lists and initiates actions based on the information in them—blood donor list, immunization schedules, census.
- o) Maintains a small library with health related information for authorized users. Updates information and adds to collection as needed.
- p) Maintains all official correspondence and writes reports as required.
- q) Represents the State Department Medical Program and is the medical advocate for mission personnel and is the Mission expert on local medical conditions. This involves serving on a number of committees, contributing to reports as required, and advising Mission management on policies and practices.

***Other duties as required.***

***5% of Time***